Transcript Guide

Version Date: 07/24/2022
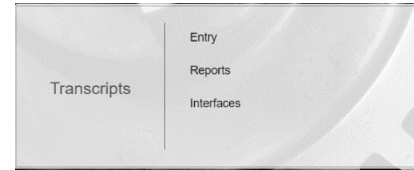
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Contents

Starting the Transcript Workstation

To access student transcripts, go to **Transcripts** and then click **Entry**, then **Transcript Workstation** or simply click on the word **Transcripts**.

The Transcript Setup screen has many items to explain:
(Check with district/school administrator for explanation correct responses which apply to your district policy for transcripts)

1. **District/Year** : Make changes, if necessary.
2. **School** : Choose if needed or your security rights will have the correct site for you.
3. **Grade**: Choose grade(s) to work with. Leave blank if you want all grades at your site.
4. **Transcript Type**: See pages at end of this guide for examples of **College** and **Official** type transcripts.

The **College** is usually used as a working copy of the transcript.

The **Official** is used to present the student with an official transcript when needed.

5. **Next Options**:
   - Select "Show Current Year Grades" option to show grades for current year classes in addition to transcript records from previous years. These grades will be marked with a "G". Typically, this option is used after the midterm part of the year since the transcripts show only semester and/or final grades.
   - Find Only Active Students is used when you are looking for a student with a leave code.
   - Include SIS School is used to view SIS school assigned students routed back to the setup school.

6. Settings for each of the "**More Options**" button are described next. These are default settings by the district but can be changed if needed by the user.
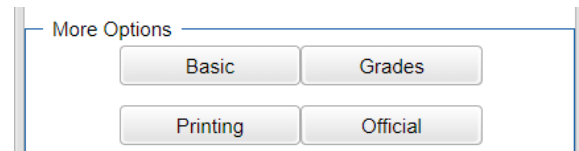
   Basic button:

Grades button:

Grades

GPA Print Type : Alpha Loaded

☐ Show Numeric Grades
☑ Round GPAs
☑ Show courses with no final grade
☑ Count replaced courses in GPA
☐ Use Semester Grades Only for GPA Calculation

OK

Printing button:

Printing

Top Margin Spacing : 0

☐ Enrollment History
☐ Attendance Summary
☐ Attendance Detail
☐ Discipline Detail
☑ Print Senior Graduation Date
☑ Print signature block   SUPERINTENDENT
☐ Show principal name in signature block
☑ Use Signature Images
☑ Use SIS School   ☐ Show SIS School Name Only
☐ Display the SSN
☐ Hide the grading scale
☐ Print Comment
☑ Letter Size Paper
☐ Legal Size Paper
☑ Print EOC/LEAP 2025 Scores (College)   ☐ Only Passing EOC/LEAP 2025 Scores
☑ Print Vocational Block
☑ Print Color Columns (College)
☐ Test Score Card
☐ Do Not Print Replaced Grades
☐ Print To DAS

OK

Official button:

Official

☐ Print/Transmit state course descriptions
☐ Show final only
☐ Hide courses with zero credit earned
☐ Print asterisk by accelerated courses (for Official transcript type)
☑ Show F`s on Transcript

OK

Set Defaults — This is a function that only a district administrator can select. After the options are selected, the options are will automatically be seen by all users. The user can make changes as needed on any button but when you go out of the program and return, the default settings will return.

Buttons at Bottom of Transcript Workstation

| Refresh | Prev | Next | Setup | Find | Help | Print Multiple | Print Single |

- **Refresh** – if needed, the student's transcript can be refreshed with this button
- **Previous, Next** – Browse through the group of students selected on the setup screen
- **Setup** – Return to the setup screen and change the options
- **Find** – Locate a student and view the transcript
- **Help** – Allows users to go the **Help** system (?) for written instructions and/or videos.
- **Print Multiple** – Print more than one student, such as by Grade, by Special Code, by Sport, etc...
- **Print Single** – Print the current student's transcript

Find a Student

Locate the **Find** button in the lower center portion of the screen. Once the student is found in the list click on the student's name. The student's transcript will appear on the screen as shown below.

| Home | Dashboard | Transcript Workstation ☒ |

| SASID | | | | | | SPED | 504 | LEP | Health | SBLC | Search |

Credits Pursued : 27.5   Credits Earned : 26.5   Sch : 001   Year : 2122   9th Grade Entry : 2019   Grade : 12   Path : CCA   Cohort Year : 2223   Curr Year CR : 0.0   Grad Test : N
Diploma Endorsements :   IBC : 257   Career Options : T06   Concentration :   FAFSA : FAW

D	GRP	Course	S	S1a	S1yr	R1	S	S2a	S2yr	R2	F	F1a	F1yr	R3	CP	CE	H	G	C	S-Code	Grade-Source	PE	DS	S	Curr Year CR
						☐				☐				☐											
	1	FSA ENGL I INC	C	20		☐	C	20		☐	C	20		☐	1.0	1.0				120331					
	1	ENGL II INC	C	21		☐	C	21		☐	C	21		☐	1.0	1.0				120332					
	1	BUSINESS ENG…	D	22		☐	D	22		☐	D	22		☐	1.0	1.0				120336					
	1	TECH WRITING…	D	22		☐	B	22		☐	C	22		☐	1.0	1.0				120350					
	2	KEYBOARDING…	D	19		☐	C	19		☐	D	19		☐	1.0	1.0				040229					
	3	FSA ALG I INC	B	20		☐	B	20		☐	B	20		☐	1.0	1.0				160321					
	3	FSA MATH ESS …	B	20		☐	C	20		☐	C	20		☐	1.0	1.0				160351					
	3	FINANCE LIT INC	C	21		☐	A	21		☐	C	21		☐	1.0	1.0				160345					
	3	BUS MATH INC	C	22		☐	D	22		☐	D	22		☐	1.0	1.0				040307					
	4	LA. HISTORY 8	F	19		☐	B	19		☐	C	19		☐	1.0	1.0				220500					
	4	FSA CIVICS INC	B	20		☐	B	20		☐	B	20		☐	1.0	1.0				220501					
	4	US HISTORY INC	B	21		☐	A	21		☐	C	21		☐	1.0	1.0				220403					
	5	INTEGRATED SCI	C	19		☐	D	19		☐	C	19		☐	1.0	1.0				150300					
	5	FSA PHY SCI INC	F	20		☐	F	20		☐	F	20		☐	1.0	0.0				150802					
	5	PHYSICAL SCIE…				☐				☐	C	20		☐	1.0	1.0				150802					
	5	BIOLOGY INC	A	21		☐	A	21		☐	B	21		☐	1.0	1.0				150301					
	6	COMP HLTH (S…	A	19		☐				☐	A	19		☐	0.5	0.5				190500					
	6	PHY ED I 1CR	A	22		☐	A	22		☐	A	22		☐	1.0	1.0				190105					
	6	PHY ED II	C	22		☐	A	22		☐	B	22		☐	1.0	1.0				190106					
	8	FSA PRIN OF M…	C	20		☐	C	20		☐	C	20		☐	1.0	1.0				041025					
	8	FSA QUEST SU…	C	20		☐	F	20		☐	D	20		☐	1.0	1.0				110402					
	8	GEN TCH ED	B	21		☐	B	21		☐	C	21		☐	1.0	1.0				110010					
	8	JAG 10 AND 11	C	21		☐	C	21		☐	C	21		☐	1.0	1.0				042010					
	8	NCCER CORE	A	21		☐	C	21		☐	C	21		☐	1.0	1.0				311720					
	8	PRIN OF BUSIN…	B	21		☐	A	21		☐	A	21		☐	1.0	1.0				040306					
	8	INTRO ENGINE…	C	22		☐	C	22		☐	C	22		☐	1.0	1.0				110800					
	9	SPEECH I-8TH	C	19		☐	B	19		☐	C	19		☐	1.0	1.0				051101					
	9	FSA SPEECH II	A	20		☐	C	20		☐	C	20		☐	1.0	1.0				051102					

Columns on the Transcript Workstation Screen

- **D** = Delete
- **GRP** = Course Transcript Group
- **Course** = Course Name
- **S1n** = Not used in Calcasieu Parish: First semester numeric grade.
- **S1a** = First semester alpha grade.
- **S1yr** = Year first semester grade earned. **Note**: "Year" is the ending part of the school year. Example: "2020-2021" would be indicated as "21".
- **R1** = Not used in Calcasieu Parish: "Replace semester 1 grade"
- **S2n** = Not used in Calcasieu Parish: "Second semester numeric grade".
- **S2a** = Second semester alpha grade.
- **S2yr** = Year second semester grade earned. **Note**: "Year" is the ending part of the school year. Example: "2020-2021" would be indicated as "21".
- **R2** = Not used in Calcasieu Parish: "Replace semester 2 grade"
- **F1n** = Not used in Calcasieu Parish: "Final numeric grade".
- **F1a** = Final alpha grade. Use if final alpha grades are posted in your district.
- **F1yr** = Year final grade earned. **Note**: "Year" is the ending part of the school year. Example: "2020-2021" would be indicated as "21".
- **R3** = Not used in Calcasieu Parish: "Replace final grade"
- **Cp** = Carnegie Units Pursued
- **Ce** = Carnegie Units Earned.
- **H** = Letter code to denote specific traits of a course. A course can have none, one, or a combination of these. Commonly used codes are:
    - **A = Alternate Grade Scale Course** (usually 10 point scale)
    - **D = Dual Enrollment**
    - **H = Honors (**indicator for Honors**)**
    - **1 = Special Ed Course**
    - **3= Gifted Course**
    - **4 = Advanced Placement**
- **G** = the letter G denotes a current year grade record (this cannot be edited from here).
- **S-code** = State Code.
- **Grade-Source** = School site where grade was pursued /earned.
- **PE** = Possible errors with the transcript record.
- **S** = Save cell. Clicking this cell will bring up a details screen of additional information that can be entered about the course, and then perform a final save of the record.

Adding Transcript Records

Two situations when adding course(s) to a transcript:

1. Insert a course that is **present** in the course catalog:
    *   Click in the **Course** blank to bring up the Course Catalog. You can then choose the desired course. This brings in the GRP – Transcript Group, the <u>COURSE</u> – course name, <u>**H**</u> – Honors Field (if any), S-**code** – State course number.
2. Insert a course is **not present** in the course catalog:
    *   Single click in the **Course** blank to type the name of a course not available in the Course Catalog. You will then need to select a **GRP** for the **Transcript Group** and click in **S-code** column to bring up the State Course Catalog to select the appropriate state course number.
3. Enter the grade earned and year earned.
    *   A numeric or alpha grade will be entered in one of the Semester 1 columns (S1a), and / or Semester 2 columns (S2a), and / or Final columns (F1a). This is done by clicking in the appropriate cell, then choosing an alpha letter (cells ending with "a" as S1a, S2a, F1a).
    *   To enter the year the grade was earned (either S1yr, S2yr, or F1yr), click the drop down and choose a desired year. The **Year** (S1**yr**, S2**yr**, or F1**yr**) is the <u>ending part of the school year</u>. Example: "2020-2021" would be indicated as "21".
4. **S-Code**: (State Course Code): <u>Only needs to be entered if the user is entering a course that is not in the district course catalog</u>. If posting a course not in the course catalog, to enter the state course code, click in the S-code cell. A listing of state courses / codes appears. Search the listing, then click to select the desired state course code.
5. **Save the course** – Click the green box at the far right of the row. A detail screen will appear as shown below.

6. The user will notice that there are three rows of cells: S1 row, S2 row, and F1 row. The user would enter details on the matching row of the grade posted previously. For example:
    *   If the user had posted a grade in the **F1** cell, then the details would be added on the **F1** row.
    *   If the user had posted grades in the **S1** and **F1** cells, then the details would be added in both rows.
7. Enter **CP** (Credit Pursued) and **CE** (Credit Earned) information on the rows that match grade entry.
8. If a check was placed on the row under the **REP** column, the radio button for **REP** (Replaced) will be indicated.
9. If the course was taken as **CR** (Credit Recovery) click the radio button to indicate **CR**.
10. If the Course was taken as **SS** (Summer School, not Credit Recovery) click the radio button to indicate **SS**.

11. If an indicator is needed for the **Honors** field, click to choose the appropriate code, or combination of codes. Below are the possible **Honor** field choices:

☐	G	RG Course Required for Graduatior
☐	H	HR Honor Course
☐	I	RG Offers Industry Based Certifica
☐	T	RG Course Used in TOPS GPA Calc
☐	t	RG Tops course substitution
☐	B	RG Basic Course
☐	N	RG Credit Course NOT Used in Loa
☐	O	RG Obsolete Course
☐	R	RG Rotation Classes
☐	F	RG Full Credit Transfer to High Sch
☐	P	RG 1/2 Credit Transfer to High Sch
☐	S	RG Semester Course
☐	E	RG 1.0 Credit Course lasting one se
☐	Z	RG 0.5 Credit Course lasting all Ter
☐	C	HR Accelerated Course-Numeric Pe
☐	V	AP Adv Placement Course-Numeric
☐	A	RG Alternate Grade Translation Tak
☐	L	RG Leap Remediation
☐	D	DE Dual Enrollment
☐	1	SE Special Education course
☐	2	RG Remediation Course
☐	3	GT Gifted
☐	4	AP Advanced Placement
☐	5	TA Talented
☐	6	IB International Baccalaureate
☐	7	HR Enrichment Course
☐	8	RG Cumulative All Year Course

12. Choose all that apply and click **OK**.

13. If the course was **DS** (Distance/Satellite) indicate it as one of the following:

1 01	State Virtual School Course
2 02	8g Satellite Courses
3 03	Other Distance Learning

14. **Credit Site, State, Enrolled Site, and College Hours**
    - **Credit Site** refers to the site where the credit was earned / pursued. Click in the **Credit Site** field to get a listing of public, non-public, and charter sites in Louisiana.
    - **For Dual Enrollment courses, credit site is the post secondary site where the dual enrolled credit is earned**. For most other courses, credit site is the high school where the credit is earned.
        - i. **Tip**: Universities and Communitiy colleges start with site codes of "4". Technical colleges start with site codes of "2". You may find it easier to find the post-secondary site by first highlighting the column header of **Site ID**, then place a "4" or "2" in the text box.
        - o The easiest way to search the listing is to type some of the school's name in the **Search** box. A matching list will come up. Verify if the school is in the correct district, then select.
        - o If the school is not in the pick list, such as a school from Texas, click the yellow "x" in the upper right, to close the school listing. You will find that the cursor is located in the **Course** field waiting for you to type in the name of the site.
        - o Select the **State** when working with a school that is not on the school selection listing.
        - o **Enrolled Site**: **For Dual Enrollment courses only**: Enter the **high school** that the student was enrolled in while taking the DE course. This is required if the course is **Dual Enrollment (Honors code of "D")**.
15. When all information is entered , click the **SAVE** button. The course will move from the insert row at the top to the matching group listing of courses.
    - Example: If the new course is a math class (GRP = "3"), then after clicking **Save**, the new math class will move from the insert row at top to the math grouping of classes further down.

Editing Transcript Records

1. To change the **GRP** (Group), **Course**, **S1a**, **S1yr**, **S2a**, **S2yr**, **F1a**, **F1yr**, and **S-code** (State Course Code): Click in the desired cell, change the value, hit the ENTER key, and it is saved automatically.
2. To change the **CP** (Credit Pursued), **CE** (Credit Earned), or **H** (Honors), or **Grade Source**: Click the blue-green "**save**" cell on the far right of the row. A detail screen as discussed earlier will appear. Make the needed changes and click on the **Save** button to complete the update.

Delete Transcript Records

1. To delete a grade record from the transcript, click on the red cell in the "**D**" column (Delete) on the far left of the course.
2. A selection box of semester and/or final records will be displayed. Select the item(s) to delete, and then click **OK**.
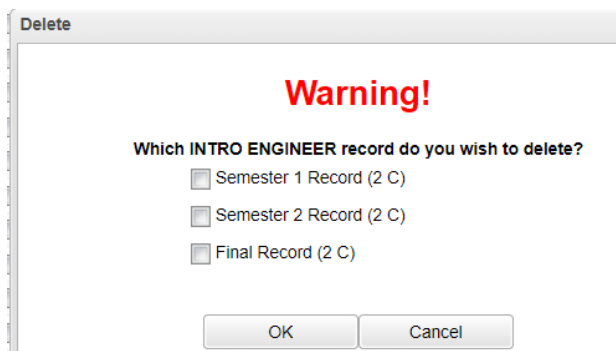
Action Button Programs

Located in the upper right of the transcript workstation, the Action button gives the user access to other functions such as the iGear, Calc GPA (for current student), Set 9th Grade Entry Year, and run a Rank Report (from here, a user can update GPA for all students). Below is a description or directions for each.

Gear Wheel

Offers access to information about the student as shown below. Users that have access can look up and/or change items in the iGear.

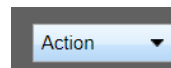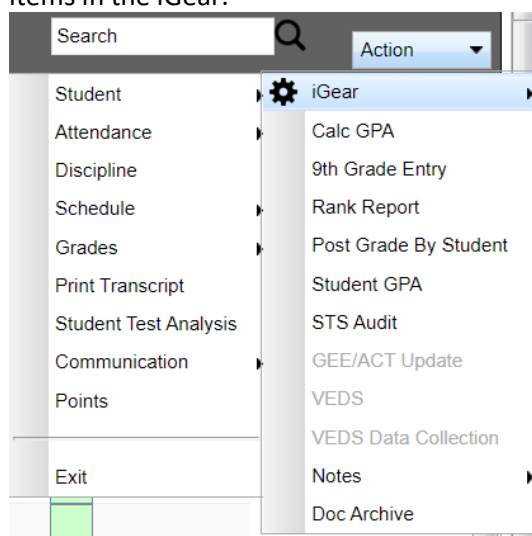| Search		Action ▼
Student	⚙ iGear ▶	
Attendance ▶	Calc GPA	
Discipline	9th Grade Entry	
Schedule ▶	Rank Report	
Grades ▶	Post Grade By Student	
Print Transcript	Student GPA	
Student Test Analysis	STS Audit	
Communication ▶	GEE/ACT Update	
Points	VEDS	
	VEDS Data Collection	
Exit	Notes ▶	
	Doc Archive	

Calc GPA (Current Student)

In order to calculate the Cumulative GPA for the current student, click the **Calc GPA** selection in the **Action** button listing. The GPA will be calculated and a course-by-course report of all calculations used in determining the GPA will be provided as shown below.

Course	H	Grade	CP	Product	Earned	Attempted
ACCOUNTING I		3.0	* 0.5	= 1.5000	1.5000	
ACCOUNTING I		3.0	* 0.5	= 1.5000	3.0000	
ACCOUNTING II		3.0	* 1.0	= 3.0000	6.0000	
ACCOUNTING II		4.0	* 0.5	= 2.0000	8.0000	
ACTING II		3.0	* 0.5	= 1.5000	9.5000	
ACTING III		4.0	* 0.5	= 2.0000	11.5000	
AGRISCIENCE I		3.0	* 1.0	= 3.0000	14.5000	
AGRISCIENCE II		3.0	* 1.0	= 3.0000	17.5000	
ALGEBRA I		1.0	* 1.0	= 1.0000	18.5000	
WORLD GEOGRAPH		0.0	* 0.5	= 0.0000	56.5000	
WORLD GEOGRAPH		4.0	* 0.5	= 2.0000	58.5000	
Earned Points:	58.5	/ Total Units Pursued 21.0		= 2.7857		
Attempted Points:	84.0	/ Total Units Pursued 21.0		= 4.0000		

9th Grade Entry

Displays 9th grade entry year. Most students will have the correct year. It may be necessary to manually correct the year in some cases. If necessary, choose the correct 9th grade entry year from the drop down, and click **OK**.

Set 9th Grade Entry Year   ✕

Year of entry into 9th grade. (Only put something here if student earned highschool credit before 9th grade.)

---- ▼

OK

Update GPA

*Accessed via the **Rank Report**.

*It is always a good idea to run this update prior to running the Rank report.

1. From the **Action** button, click the **Rank Report** selection.
   - Can also be run from **Transcripts** > **Lists** > **Rank Report**
2. At the **Rank Report** setup box, click the **Update GPA** button as shown below:

Setup - 04.29.2021   ✕

Year : 2122 ▼
District : 026 ▼
School : 022
Grade : 12
As Of : May ▼ 19 ▼ 2022 ▼
Age From : 0   To : 100
Minimum Units : 23
GPA Display Type : Alpha Loaded ▼
Special Code Exclusion : COA,SGA,SUR
Include SIS School Students : ☐
Include Early Graduates : ☐
Exclude Summer Graduates : ☐
Exclude NR Students : ☑
Include Replaced Grades : ☑
View Previous Ranks : ☑

Filters

Update GPA   OK   Set Defaults

Transcript GPA Calculation Setup - 04.29.21   ✕

Year : 2122 ▼
District : 026 ▼
School : 029
Grade : ,12
As of Date : May ▼ 11 ▼ 2022 ▼

☑ Use current grades
☑ 0.5 credit to 1 credit course
    if only one semester posted,
    even if final posted
☐ Use semester grades only
☐ Use final grades only
☐ Include P grade as failures
☐ Include Early Graduates

Set Defaults   OK

3. The **Update GPA** setup box will appear. Options are described below.
   - Set the **Year**, **School**, and **Grade**(s), and **As of Date**.
   - **Use Current Grades**: Select to use final grades from the current year are to be included in the cumulative GPA calculation. **NOTE**: Normally selected after the midterm of a year. Once an "End of Year Grades Closeout" is completed, then unselect.
   - **0.5 credit to 1 credit course**….: Select this option. If a single semester of a full credit course is taken, the final will be given with only a .5 credit to match.
   - **Use Semester grades only**: Do not select.
   - **Use Final grades only**: Normally selected. This will calculate cumulative GPA only on grades that are in the final category of a transcript. If students have some semester grades but no final, then unselect.

- **Include P grade as failures**: _Do not select this option_. Will take a P grade and count is as 0 quality points just like an F grade. Normally, schools want a P to simply be left out of the calculation since it has no quality points.

4. Click the **OK** button to begin the calculation.
   - A message will be displayed indicating the processing is taking place.
   - The processing will take several minutes. When done, close the **Update GPA** setup box. This will return the user to the **Rank Report** setup box.

Rank Report

*It is always a good idea to run the **Update GPA** utility prior to printing reports with a rank on them. The directions in the **Update GPA** section (previous page) cover how to do this.

1. At the setup screen (shown on previous page), select from the options shown:
   - Set the desired **Year, School, Grade**, and **As of Date**.
   - **Minimum Units:** If desired, the user can set to limit the ranking to students with a set number of Carnegie Units.
   - **GPA Display Type:** Set to **Alpha Loaded**.
   - **Special Ed Exclusion:** Click to limit ranking according to special code diploma path. Select COA, OM2, OM3, OM4, and OM5 to exclude non-diploma bound students from the ranking.
   - **Include Early Graduates:** Do not select.
   - **Exclude NR Students:** Select this option**.**
   - **Include Replaced Grades:** Select this option.
   - **View Previous Ranks**: Do not select.
   - **Update GPA**: It is a good idea to update the cumulative GPA before printing any ranks. The directions on the previous pages discuss how this is done. It does not take a long time. After performing the **Update GPA**, the user is returned to this Rank setup screen.
   - **OK**: After performing the **Update GPA**, click **OK** to get a Rank Report on screen.

2. The Ranking report will provide you with a rank of students in the class requested. Additional students will be added at the bottom of the list:
   - **1111** – Special Education and Opt3 students
   - **2222** – Too few credits
   - **3333** – Student with leave code
   - **4444** – SBLC codes (indicates failures)

3. Example **Rank Report** shown below. The report can be sorted in various ways to get details other than ranks.

	Student ID	Student Name	Age	Eth	Gen	Units PU	Units EA	GPA	GPA ATT	Total Points	Rank
1	9040018	LANDRY, SHERRI ELIZABETH	19	0	F	15	15	3.9286	4.0000	55.00	1 of 30
2	9040019	LANTHIER, TISHA PAIGE	18	0	F	15	15	3.8571	4.0000	54.00	2 of 30
3	9040009	DEMARY, SALLY GAIL	18	0	F	15	15	3.8571	4.0000	54.00	2 of 30
4	9040006	COMPTON, STEPHANIE CHRISTINE	18	0	F	15	15	3.7857	4.0000	53.00	4 of 30
5	9040007	CRADER, CATHERINE MARIE	18	0	F	15	15	3.7857	4.0000	53.00	4 of 30
6	9040025	SHAW, BEVERLY ALAINA	18	0	F	15.5	15.5	3.6552	4.0000	53.00	6 of 30

Post Grade By Student

This opens the program and allows the user to view/change grade(s) in the Grades Module

Student GPA

This opens the program and allows the user to view/change grade(s) in the Grades Module

STS Audit

This feature looks over the transcript to see if any errors may be present before sending the transcript to STS.

Notes

This allows the user to

- Show Notes, if the student has any attached to the transcript or
- To add a New Note for reference later until the note is deleted.

Doc Archive

This allows the user to access any documents in the Document Archive System for the student.

Example College Transcript Report

Permanent Record

ER Demo School 022 2X8 9-12
ADDISON CATHERINE
301 N LAUREL ST. APT. A
METAIRIE, LA 70003

SIDNO   0336894   SASID 3352611831
Birthdate   03/15/2004   SSN 901134394   GRD 12

Group Course	Yr	Sem 1	Sem 2	Final		CP	CE	H	G	S-Code	Grade Source	DS
English												
ENGLISH I	19			3	B	1.0	1.0			120331		
TECH WRITING	19			2	C	1.0	1.0			120350		
ENGLISH II	20			3	B	1.0	1.0			120332		
ENGLISH III	21			2	C	1.0	1.0			120333		
Math												
ALGEBRA I	19			2	C	1.0	1.0			160321		
MATH ESSENT	19			1	D	1.0	1.0			160351		
GEOMETRY	20				F	1.0	0.0			160323		
ALGEBRA II	21			2	C	1.0	1.0			160322		
GEOMETRY	21			2	C	1.0	1.0			160323		
Social Studies												
WORLD GEOG	19			3	B	1.0	1.0			220300		
CIVICS	20			3	B	1.0	1.0			220501		
AMER HIST	21				F	1.0	0.0			220403		
Science												
PHYSICAL SCI 1C	19			3	B	1.0	1.0			150802		
BIOLOGY	20			1	D	1.0	1.0			150301		
CHEMISTRY	21			3	B	1.0	1.0			150401		
Health & PE												
PE I	20			4	A	1.0	1.0			190105		
Foreign Languages												
SPANISH I	21			3	B	1.0	1.0			122501		
SPANISH II	21				F	1.0	0.0			122502		
Voc Electives												
DIGITAL MEDIA I	20			2	C	1.0	1.0			080800		
Gen Ed Electives												
HEALTH EDU	18			2	C	0.5	0.5			190500		
BAND-ADV 1C	19			4	A	1.0	1.0			030302		
SECTNL REHEAR 1C	19			4	A	1.0	1.0			030353		
BAND-ADV	20			4	A	1.0	1.0			190110		
BAND-ADV	20			4	A	1.0	1.0			030302		
PERCUSSION	21			4	A	1.0	1.0			030307		
Total		CR=Credit Recovery SS=Summer School R=Replaced				24.5	21.5					

Diploma Path: CTU TOPS University Diploma
Diploma Endorsements:

Career Options:
Concentration:
FAFSA: FAS FAFSA Completed
Grad Test: YES

LEAP 2025 Scores
ENGLISH I: BASIC   ALGEBRA I: BASIC   BIOLOGY: APPROACHING BASIC
ENGLISH II: NOT TESTED   GEOMETRY: APPROACHING BASIC   U.S. HISTORY: UNSATISFACTORY
                                                              GEOMETRY: APPROACHING BASIC

ACT WorkKeys Scores
Applied Math: 4 Graphic Literacy: 5 Workplace Documents: 5 Overall Level: Silver

Year Entered Grade 9: 2018   Cohort: 1819   Cumulative/Attempted GPA: 2.44898 / 4.00000   Rank:116 / 202   Total Units   21.5
ACT English   14   Math   14   Reading   18   Science/Reasoning   17   Composite   16   Test Date   03/2021
The above named student has passed all required components of the Graduation Test: YES

I hereby certify that the above named student has successfully completed the requirements prescribed by the State Board of Elementary and Secondary Education for receipt of the above specified diploma from a State-Approved High School. On file in the school office is this student`s cumulative record and/or GED test results.

Example Official Transcript Report

TRANSCRIPT OF HIGH SCHOOL CREDIT FOR STATE-APPROVED HIGH SCHOOLS

STATE OF LOUISIANA DEPARTMENT OF EDUCATION

BATON ROUGE, LOUISIANA

NAME OF STUDENT	SASID	NAME OF SCHOOL	PARISH OR SCHOOL SYSTEM
ANDERSON REBECCA	3898318737	ER Demo School 022 2X8 9-12	Jefferson

SOCIAL SECURITY	DATE OF BIRTH	DATE OF GRADUATION	ADDRESS	TELEPHONE
901133631	03/27/2003	MAY 24, 2022	400 PHLOX ST METAIRIE, LA 70001	504-888-7171

	Course	Subject Title	Year	S1	S2	F	Unit	Grade Source/Remark
English	120331	ENGLISH I	19			D	1.0	
	120350	TECH WRITING	19			C	1.0	
	120332	ENGLISH II	20			C	1.0	
	120333	ENGLISH III	21			C	1.0	
Math	160321	ALGEBRA I	19			D	1.0	
	160351	MATH ESSENT	19			D	1.0	
	160345	FIN LITERACY	20			C	1.0	
	160322	ALGEBRA II	21			B	1.0	
	160323	GEOMETRY	21			C	1.0	
Social Studies	220501	CIVICS	20			B	1.0	
	220401	WORLD HIST	21			B	1.0	
Science	150802	PHYSICAL SCI 1C	19			C	1.0	
	150301	BIOLOGY	20			F	0.0	
	150301	BIOLOGY	20			C	1.0	
	150401	CHEMISTRY	21			B	1.0	
	150310	ENVIRON SCI	21			C	1.0	
Health & PE	190106	PE I	19			B	1.0	
	190105	PE I	19			C	1.0	
Foreign	122501	SPANISH I	21			C	1.0	
	122502	SPANISH II	21			A	1.0	
Voc Electives	080800	DIGITAL MEDIA I	20			B	1.0	
	090711	FIRST RESPONDER	20			C	1.0	
Gen Ed	190500	HEALTH EDU	18			B	0.5	
	030501	ART I	19			F	0.0	
	030310	BEG CHOIR	20			A	1.0	

CR=Credit Recovery SS=Summer School R=Replaced

Diploma Path: CTU TOPS University Diploma
Diploma Endorsements:
257 S/P2 Safety and Pollution Prevention
Career Options:
Concentration:
FAFSA: FAS FAFSA Completed
Grad Test: YES

Cohort	Year Entered Grade 9	Cumulative GPA	Class Rank	Total Units	The above named student has passed all required components of the Graduation Test:
1920	2019	2.14286	Rank:_N/A	22.5	YES

I hereby certify that the above student has successfully completed the requirements prescribed by the State Board of Elementary and Secondary Education for receipt of the above specified transcript from a State-Approved High School. On file in the school office is this student's cumulative record and/or GED test results.

SUBSCRIBED TO THIS MAY 24, 2022   AT ER Demo School 022 2X8 9-12 METAIRIE LA

Intentionally Left Blank	SIGNATURE OF SCHOOL PRINCIPAL

Carnegie Units Earned Report

The Carnegie Units Earned Report will show credits earned by transcript group, which are then categorized by previous credits earned and current year grades credit earned. Additionally, the report will show many data fields which would allow the user to create and save different reports with optional fields needed.
NOTE: Each column has a tip description for your information.

The Save Report feature will allow the user to select data (columns) needed to make a smaller needed report and give it a Title and Description to use frequently.
Ex: Student Name, SIDNO, Grade, Path, Career Option, PII (Consent), Tests and make this one report.

Select Column(s) to Show	✕
☐ Value	
☐	
☐ School	
☐ GD	
☐ SASID	
☐ SSN	
☐ SIDNO	
☐ Student Name	
☐ DAS	
☐ Age	
☐ Special Codes	
☐ SBLC Code	
☐ Entry Date	
☐ Entry Code	
☐ Entry Description	
☐ Leave Date	
☐ Leave Code	
☐ Leave Description	
☐ Grad Date	
☐ Counselor	
☐ Community Service Hours	
☐ Total Community Service Hours	
☐ Total Scholarship	
OK	

Select Column(s) to Show	✕
☐ Value	
☐ Earn English	
☐ CYP English	
☐ Earn Computer	
☐ CYP Computer	
☐ Earn Math	
☐ CYP Math	
☐ Earn Social Studies	
☐ CYP Social Studies	
☐ Earn Science	
☐ CYP Science	
☐ Earn Health PE	
☐ CYP Health PE	
☐ Earn For Lang	
☐ CYP For Lang	
☐ Earn Voc Elect	
☐ CYP Voc Elect	
☐ Earn Reg Elect	
☐ CYP Reg Elect	
☐ Tot Ern	
☐ Tot Proj	
☐ Recovery	
☐ Current Year Recovery	
OK	

Select Column(s) to Show ✕

	Value
☐	GPA
☐	Pii
☐	LEP
☐	Sped
☐	504
☐	ACT 833 (April Dunn Act)
☐	Path
☐	Tests
☐	Endorsement
☐	Concentration
☐	Diploma Index
☐	IBC
☐	Points
☐	Career Options
☐	Code Description
☐	Cohort
☐	9Grd Yr
☐	Team
☐	FAFSA
☐	DE
☐	Abs Fall
☐	Abs Spring

OK

Select Column(s) to Show ✕

	Value
☐	ACT
☐	ACT Index
☐	English
☐	Math
☐	Reading
☐	Science
☐	Composite
☐	Algebra I - EOC
☐	Geometry - EOC
☐	English II - EOC
☐	English III - EOC
☐	Biology - EOC
☐	American History - EOC
☐	Algebra I - LEAP 2025
☐	Geometry - LEAP 2025
☐	English I - LEAP 2025
☐	English II - LEAP 2025
☐	English III - LEAP 2025
☐	Biology - LEAP 2025
☐	American History - LEAP 2025
☐	Assess Index
☐	WK – W-AM

OK

☐	WK – W-WD
☐	WK - RFI
☐	WK - LI
☐	WK - AM
☐	WK - Overall
☐	WK - Date
☐	WK Index
☐	WK Results
☐	Highest ACT Points
☐	Clep Score
☐	AP
☐	IB
☐	DE Courses
☐	Prev Sch Year
☐	Prev Sch Site
☐	Prev Sch Name

OK

Column Headers

School - Student's school of enrollment

Grd - Grade level of students whose records need to be edited or whose names are to be included on a report. Leave the field blank if all grade levels are to be included. Otherwise, click in the field to the right of Grade(s) to select the desired grade level(s) to be included.

SASID - Student's state assigned identification number.

Sidno - Student's identification number

Student Name - Student's full name

DAS - This will show a paperclip if student has doc archive attachments. Click on the paperclip to see the student's archived records.

Age - Age of student

Special Codes - Leave blank if all special codes are to be included into the report. Otherwise, choose the desired special code.

SBLC Code - Leave blank if all SBLC codes are to be included into the report. Otherwise, choose the desired SBLC code.

Leave Date - Student's leave date

Leave Code - Student's leave code

Leave Description - Description of the reason the student left school

Grad Date - Graduation Date--Only the 12th graders will show graduation dates and the underclassmen will be blank.

Counselor - Student's assigned counselor

Community Service Hours - The Community Service hours will display pulled from the most recent vocational record.

Total Community Service Hours - Total of all Community Service hours.

Total Scholarship - The student's total scholarship amount.

English through **Reg Elect**: These are transcript (course) groups. Each transcript group has two sub categories:

ERN (Earned) - A count of credits earned for each course for previous years. Ex: 9th graders should have 0 until Grades Closeout EOY is processed at the end of the year.

- If the user clicks on a count in the **ERN** cell, a transcript workstation screen will appear.
- **CYR (Current Year)**: A count of credits being pursued during the current year.
- To see a student's grades for the current year, click the iGear icon by the student's name, then select **Grades**.

Tot Earn (Total Earned) - Total of all counts in each course of **ERN** columns (English, Computer, Math, etc.)

Tot Prj (Total Projected) - Total of all counts in each course of **ERN** columns AND the **CYR** columns (previous years credits plus credits pursued from current year)

Recovery - Total credits from Credit Recovery - This shows the sum of all transcript record credit recovery credits as indicated by a check in the CR box in Transcript Workstation. If a student earns more than two credits in a single year, then the cell will be red.

Current Year Recovery - Current year credits from Credit Recovery.

GPA - Cumulative transcript GPA

Pii (Personal Identifiable Information) - Consent to share PII.

Sped - If the student is a special ed student, **SPED** will show here, otherwise special codes will show here.

504 - Is student 504.

Act 833 - Act 833 Codes and description

Path - Career path codes

Tests - This column identifies if the student has test results necessary for graduation requirements in Louisiana. "Yes" is displayed if the student has the test results to graduate. "No" is displayed if the student does not have the test results to graduate. An "A" indicates the test was an Alternate Assessment test but still displays a Yes on the student's transcript.

- Need to manage test scores for students as a result of reviewing this report? Go to *Grades > Entry > Test Score Editor* to enter/edit student test scores.

- The Assessment substitutions (for seniors only) can be denoted if a student has passed the Graduation Exams. Sort the "Tests" column to get the value of Nos "N" to the top. Then click on any of the course's "Credits Earned" fields and you will get the **Transcript Workstation** to pop up. Make sure **Run Transcript** is checked on the initial setup box. Now click on the title **Grad Test: N** at the top of the page. A popup window should allow the user to select from the values below.

- 1 = Student has scored composite 17 or higher or needed subject area 17 or higher on ACT
- 2 = Jumpstart pathway and earned silver on workkeys
- 3 = TOPS or Jumpstart pathway and completed 20+ hours extended learning

Endorsement: Displays the Academic Endorsement code associated with the student. These are entered on the *Vocational* tab of Student Master.

Concentration: Displays the Area of Cluster/Concentration.

Diploma Index - Strength of Diploma Index for SPS score. This program requires that the "Run Transcript" option must be selected.

IBC: Displays the IBC certifications as shown from the Student Master IGP tab which syncs with the LA STS 050 records table.

Career Options: Displays the Career Option code as entered from the Student Master Vocational tab.

Code Description - Career option code description

Cohort: Value will be the student's cohort year.

9Grd Yr - 9th grade year entry

Team - Team

FASFA

- **FASFA Completed –** FAS Special Code
- **FASFA Hardship Waiver –** FDW Special Code
- **FASFA Parent/Guardian Waived –** FAW Special Code
- **FASFA Submitted with Errors** (Not submitted to state) – FSE Special Code
- **FASFA Tops Form Completion –** FTC Special Code

ACT: Displays either **Yes** or **No** value indicating whether or not the student has taken the ACT test before Oct 1 of the senior year.

ACT Index - (Jan 2020) The ACT composite score used in the calculation of the ACT assessment index for SPS scores. To the extent practicable a student's highest earned score for an ACT administration shall be used in the calculation.

Highest EOC Scores - Highest EOC scores in all testing areas.

Highest LEAP 2025 scores - Highest LEAP 2025 scores in all testing areas.

Assessment Index - 9-12 EOC/LEAP 2025 Assessment Index for SPS score.

WK-W-AM - Reported score for Applied Mathematics. Scores in this column come from the Test Score Editor W-AM Score column.

WK-W-GL - Reported score for Accurate Literacy.

WK-N-WD - Reported score for Workplace Documents.

WK-RFI - Reported score for Reading Information.

WK-LI - Reported score for Locating Information.

WK-AM - Reported score for Applied Mathematics. Scores in this column come from the Test Score Editor AM Score column.

WK-OVERALL - Color range for Platinum, Gold, Silver, and Bronze.

WK-DATE - This is the most recent work keys date. This date can be found in the Test Score Editor.

WK-Index - (JAN 2020) Workeys Index for SPS.

WK (Workkeys) Index - (Jan 2020) Workkeys index for SPS.

WK-RESULTS - Workeys results.

Highest ACT Points - Highest ACT points earned between the ACT Index and Workkeys Index.

Clep Score - Highest Clep Score.

AP - Advanced Placement Score

IB - International Baccalaureate courses taken - These courses are identified in the Course Catalog with a 6 in the Honors column.

DE Courses - Dual Enrollment courses taken These courses are identified in the Course Catalog with a D in the Honors column.

Prev Sch Year - Previous school year.

Prev Sch Site - Previous school site number.

Prev Sch Name - Previous school name.

Review and Update Special Codes Related to Diploma Pathways

Special Codes reflective of Diploma Pathways will show at the top of the Transcript Workstation as **Path**.

Student Master Special Codes Related to Diploma Pathways
- **CON:** Consent to share Pii *(state STS reported)*
    - Parent consent to share STS data to LOSFA for TOPS.
- **CTU**: TOPS University Diploma (*state STS reported*)
- **CCA**: TOPS Tech Jumpstart Career Diploma (*state STS reported*)
- **CJA**: Jumpstart Alternate Pathway (L1) (*state STS reported*)
- **COA**: Certificate of Achievement
- **CNG***: Non-Graduate / Non-Diploma Seeking
- **OM1:** Op4 Career Diploma Pathway/Track (*state SIS reported*)
- **OM2:** Op5 Non-Diploma School / Program (*state SIS reported*)
- **OM3:** Op6 Connections Pathway (<u>only grade 8</u>) (*state SIS reported*)
- **OM4:** Op7 Skills Certificate after Connections Pathway (*state SIS reported*)
- **OM5:** Op8 Pursuing GED after Connections Process (*state SIS reported*)
- **TRA:** Transitional 9th grade student (*state SIS reported*)
- **Note - LAA1:** Students are dropped upon graduation as LG 04 E LAA1 Graduate (send option code 9)-G

How to Update Special Codes for a Single Student
1. In **Student Master**, locate desired student.
2. Click on the **Special Codes** field on the lower left.
3. Pick the appropriate diploma related special code.
4. Start Date: Usually enter start of year or date the code is to take effect.
5. End Date: Usually left blank unless working with TRA, for which last day of year +1 is entered.
6. Click the **Save** button on the row.

Optional: Assign a Cohort Year to a Student

Cohort Year will display in the upper part of the Transcript Workstation.

1. To do a single student, in Student Master, go to the Sports tab.
2. In the lower right, locate the Cohort Year field, then select the desired Year.
3. Click **SAVE** to store the information.
4. To do many students at once, go to **Student Master** > **Loaders** > **Cohort Year Fast Loader** to associate a cohort year with many students at one time.